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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

May 17, 1943

COTTON AND FIBER BRANCH MEMORANDUM NO. C-4

Cotton Quality Reports Released by Regional Offices

Reports on cotton quality will be released by the Cotton and Fiber Division in each region, by states, when the volume of ginnings is sufficient in the judgment of the Chief of the Division to justify a report. General instructions for preparation and distribution of these reports are as follows:

1. The Cotton and Fiber Division in each region will release state reports on cotton quality on or immediately following the day on which the Bureau of the Census releases its "Report on Cotton Ginnings". Census reports will be released as follows during 1943-44:

<u>Period</u>	<u>Date</u>
Prior to August 1, 1943	August 9, 1943
August 1 through August 15, 1943	August 23, 1943
August 16 through August 30, 1943	September 8, 1943
September 1 through September 15, 1943	September 23, 1943
September 16 through September 30, 1943	October 8, 1943
October 1 through October 17, 1943	October 25, 1943
October 18 through October 31, 1943	November 8, 1943
November 1 through November 13, 1943	November 22, 1943
November 14, through November 30, 1943	December 8, 1943
December 1 through December 12, 1943	December 20, 1943
December 13, 1943 through January 15, 1944	January 24, 1944
After January 15, 1944	March 20, 1944

2. Notice of the release date for the first report for each state will be submitted to the Statistical and Quality Improvement Division in sufficient time for ginning figures to be sent to the regional offices.
3. Forms for issuing cotton quality reports will be prepared and a copy submitted to the Statistical and Quality Improvement Division of the Branch not later than August 1, 1943. State reports on cotton quality are used extensively by various government agencies in Washington and changes in the form of reporting which effect the continuity of the statistical series have caused considerable difficulty in the past. Although this may not be of paramount importance it is believed to justify a requirement that changes in the form of reporting during the season be submitted to the Branch for consideration prior to use. All such changes will be submitted for consideration along with reasons for the proposed change.

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